

## Statement of Deficiencies

### 5305-H: Children's Daily Attendance

Not Met

#### Findings/Corrections

5305.H. The center's daily attendance record for children did not accurately reflect the children on the child care premises at any given time as [ 15 ] children were present during night time care and [25 ] children were signed in on the log . The daily attendance record for children shall include the time of arrival and departure of each child and the name of the person to whom the child was released . This record shall accurately reflect the children on the child care premises at any given time. If the record is completed by center staff, that individual shall write the first and last name of the person to whom the child was released and sign his/her own name. Children who leave and return to the center during the day shall be signed in/out.

### 5308-A: Records Accessible

Not Met

#### Findings/Corrections

5308.A. Records were not accessible during the hours the facility is open and operating. Documentation of the previous twelve months' activity shall be available for review.

### 5311-A: Personnel Records

Not Met

#### Findings/Corrections

5311.A.1. The Provider did not have an application/staff information form to include the name, date of birth, address and telephone number, previous training/work experience, educational background, employee's start date for 5 staff.

5311.A.2. Documentation of three current, positive non related reference checks or telephone notes signed and dated was not available for 5 staff.

5311.A.3. The Provider did not have a job description for every position at the center for 5 staff.

5311.A.4. Health records to include documentation of good health, signed by a physician or designee was not available for 5 staff.

5311.A.5. Documentation of a satisfactory criminal record check, as required by Louisiana R.S. 15:587.1, was not available for 5 staff. Documentation of submission **was not** available. Provider shall request this clearance prior to the employment of any center staff. A criminal record clearance is not transferable from one employer to another.

### 5312-A: Orientation Training

Not Met

#### Findings/Corrections

5312.A. Provider lacked documentation that 5 staff received orientation within one week of employment and prior to having sole responsibility for a group of children to include training in the following topics:

Center policies and practices including health and safety procedures;

Emergency and evacuation plan;

Supervision of children;

Discipline policy;

Job description;

Individual needs of the children enrolled;

Detecting and reporting child abuse and neglect;

Current Child Day Care Class "A" Minimum Licensing Standards;

Confidentiality of information regarding children and their families.

Orientation training did not include documentation of the 4 days supervised work with children.

Documentation shall consist of a statement/checklist in the employee record signed and dated by the employee and the Director attesting to having received such orientation training and the dates of the supervised work with children.

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### 5312-B: Quarterly Training

Not Met

#### Findings/Corrections

5312.B. Provider lacked documentation that the director conducted one staff training session each three month quarter consisting of dated minutes of the training sessions including training topics and signatures (not initials) of staff in attendance. Last documented meeting was held on [10/26/04 ].

### 5312-C: Annual Review

Not Met

#### Findings/Corrections

5312.C. Provider lacked documentation that 5 staff have annually reviewed the following topics:

Center policies and practices including health and safety procedures;

Emergency and evacuation plan;

Supervision of children;

Discipline policy;

Job description;

Individual needs of the children enrolled;

Detecting and reporting child abuse and neglect;

Current Child Day Care Class "A" Minimum Licensing Standards;

Confidentiality of information regarding children and their families.

### 5312-D: Continuing Education

Not Met

#### Findings/Corrections

5312.D.1. There was no documentation that 5 paid and non-paid staff who are left alone with children, or who have supervisory or disciplinary authority over children have obtained 12 clock hours of approved training per center's anniversary year. This is in addition to the required training from the Department of Health, Pediatric First Aid and Infant/Child/Adult CPR.

### 5312-E: CPR and First Aid

Not Met

#### Findings/Corrections

5312.E.1. The Provider did not have documentation that at least fifty percent (50%) of all staff on the premises and accessible to the children have current approved Infant/Child/Adult certification in CPR. 0 of 2 staff during night time care had documentation of this certification. Files were not available.

5312.E.3. The Provider did not have documentation that at least 50 percent of the staff on the premises and accessible to children at all times has current approved Pediatric First Aid training. [ 0 ] of [ 2 ] staff had documentation of this certification. Files were not available.

### 5315-A: Child-to-Staff Ratio

Not Met

#### Findings/Corrections

5315.A. The Provider did not meet the required child to staff ratio for children of the following ages:

[15 ] children age [ 1 through 5 years old ] with 1 staff. The required ratio for children of this age is [ 7] children per 1 staff.

### 5319-A: Well Balanced and Nourishing Meals

Not Met

#### Findings/Corrections

5319.A. Well-balanced and nourishing meals and snacks as specified under the Child Care Food Program of the United States Department of Agriculture were not provided as three children were served cheetos and kool aid for [night time snack ].

## Statement of Deficiencies

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**5319-C: Serving Intervals**

**Not Met**

**Findings/Corrections**

5319.C. Meals and snacks were not served at two and one-half (2 1/2) to three (3) hour intervals as [dinner/supper and night time snacks are not provided ].

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**5319-D: Posted Menu**

**Not Met**

**Findings/Corrections**

5319.D. The current weekly menu listing specific food items served for dinner/supper and night time snack was not prominently posted.

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**5319.N: Food Permitted In Center**

**Not Met**

**Findings/Corrections**

5319.N. Children were permitted to bring in food that is not allowed under the requirements as specialist observed [ 3 children eating lunchables, cheetos and drinking kool-aid ].

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**5327-L: Clean of Hazards**

**Not Met**

**Findings/Corrections**

5327.L. The center and yard were not free of hazards as [broken outlet cover may cause a shock hazard and hole in the outside play area may cause a tripping hazard].

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**5327-O: Fire Drills**

**Not Met**

**Findings/Corrections**

5327.O. The Provider did not have documentation that fire drills were conducted at various times of the day and night (if nighttime care is provided). No fire drills were conducted after 5:00 pm and center is open until 11:00 pm.

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**5339-B: NTC - Required Staffing**

**Not Met**

**Findings/Corrections**

5339.B. Adequate staffing was not present in the center to meet the child/staff ratios as required in 5315. [cite 5315 with specific information].

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**5339-C: NTC - Meals**

**Not Met**

**Findings/Corrections**

5339.C. Meals were not served to children who were in the center at the ordinary meal times as NTC staff states children who do not live on the premise are not served dinner.

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**5339-D: NTC - Bedding Required**

**Not Met**

**Findings/Corrections**

5339.D. A separate, age appropriate bed or cot with a mat or mattress covered by a sheet was not provided for each child.

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**5339-E: NTC - Schedule of Activities**

**Not Met**

**Findings/Corrections**

5339.E. The schedule of activities after 9p.m. was not posted.